

Position Announcement
Communications Specialist
Washington State Senate Democratic Caucus
Salary Range: Based on experience
Closing Date: JULY 21, 2021

The Washington State Senate Democratic Caucus (SDC) Communications Office is seeking a candidate to fill a Communications Specialist job opening. This is a full-time, Olympia-based position with benefits, including health, retirement and leave. The SDC consists exclusively of Democratic members of the Washington State Senate.

JOB DESCRIPTION:

The Communications Specialist is an experienced communications professional who coordinates media, public and stakeholder-relation activities for Democratic state senators. Long and irregular hours are required during the legislative session, including evening and weekend work. Regular legislative sessions take place January through March in even-numbered years and January through April in odd-numbered years. Special legislative sessions occur as needed. When the Legislature is not in session, remote work is permitted and flexible schedule options are available.

Duties include, but are not limited to:

- Developing plans for helping senators communicate their policy message to the media, the public, and the stakeholder groups in their districts and beyond;
- Identifying unanticipated communications opportunities in social media, print, TV, radio, and other outlets;
- Writing speeches and talking points, as well as producing multi-media Web content, news releases, op-eds, letters to the editor, and newsletter and e-newsletter copy;
- Advising senators on effectively communicating a message and how to link communications goals with legislative goals;
- Establishing and maintaining relationships with representatives of regional media, and stakeholder groups;
- Identifying new tactics for targeted, direct communication efforts with constituents in each member's district;
- Coordinating with policy staff, senators' legislative assistants and nonpartisan committee staff;
- Tracking media coverage of senators' public policy proposals.

SALARY AND BENEFITS:

Beginning salary range is \$4,500-\$5,500/month but is based on relevant experience.

QUALIFICATIONS:

Successful candidates must be excellent writers able to handle multiple tasks, work well under pressure, meet tight deadlines, be proactive and thrive in a team-oriented work environment.

Applicants are encouraged to have a bachelor's degree in journalism, public relations, political science, communications or a related field. Relevant experience in a comparable position may be substituted for education.

Work experience should include two years experience in public policy, public relations or journalism and familiarity with social media. Proficiency in Adobe graphic design and video editing software is a plus.

Applicants should have a passion for the legislative process, good government, excellent political and strategic judgment, as well as the ability to frame complex political issues into a coherent and simple message.

EMPLOYEE BENEFITS:

The Senate offers a comprehensive benefits package including: medical, dental, life and long-term disability insurance; vacation, sick, military, bereavement, and civil leave; 10 paid holidays per year; a state retirement plan; deferred compensation; healthcare flexible spending account; dependent care assistance; infant at work policy, optional credit unions and savings bonds; and tuition reimbursement.

INTERESTED CANDIDATES should send a cover letter, resume, three references and three brief writing samples in a Word or PDF format by JULY 21, 2021 to:

Aaron Wasser
Senate Democratic Caucus
Communications Director
(360) 870-0251
aaron.wasser@leg.wa.gov

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the Senate Human Resource Officer at 360-786-7583 or at alison.hellberg@leg.wa.gov.

The Washington State Senate is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. The Senate does not discriminate on the basis of **race, creed, color, national origin, sex, marital status, sexual orientation, gender identity or expression, religion, age, disability, honorably discharged veteran or military status, or the use of a service animal by a person with a disability.**